

City of Kirkland Planning Department Application Requirements:

Application Checklist

The following is a list of materials which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been gathered. Your application will be reviewed for completeness by utilizing the items within this checklist. A hearing date will not be assigned until your application materials are complete and the City has completed its review of your Environmental Checklist.

Pre-Submittal Meeting

- ☐ A meeting with a planner is required within the six months immediately prior to application submittal.

Road Concurrency Review

- ☐ Prior to submittal of a Zoning Permit, a road concurrency application must be submitted to the Public Works Department and a test notice of passing must be received. A copy of the test notice must be submitted with the zoning application (if exempt from SEPA, then exempt for concurrency review). Concurrency applications are available on MyBuildingPermit.com or from the Planning or Public Works Department. Contact the appropriate department for more information.

Application

- ☐ A completed application.
- ☐ Supporting affidavits.
- ☐ A completed and signed Environmental Checklist (unless exempt). SEPA requires a complete traffic report. Refer to the Transportation Impact Analysis Guidelines memo and contact the City's Traffic Engineer for all required data. In addition, other impact analysis may be required. Consult with the assigned planner.
- ☐ A statement describing how the application specifically complies with applicable criteria set forth in the Zoning Code (see required supplemental questionnaire).

Fees

- ☐ A check to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee. An invoice will be sent through the Dashboard once the materials are considered complete enough to begin review.

Note: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

Neighborhood Meetings

- ☐ A neighborhood meeting(s) has been held (see [instruction sheet](#) on neighborhood meetings to determine if encouraged).

Plans

Copy of dimensioned site plan, drawn at 1" = 20' or a comparable scale, showing:

- ☐ Property survey showing property dimensions, and any existing structures which are proposed to remain on the property and names of adjacent rights-of-way. (Check with Department of Planning and Community Development to see if survey is required for your permit request.)
- ☐ Existing water courses and bodies, fire hydrants utility lines (including location of nearest utility poles and fire hydrants), structures, rockeries, roadways and other relevant man-made or natural features.
- ☐ Tree-related information as required by the appropriate Tree Plan for the proposal.
- ☐ Proposed landscaping; size, species, location and distance apart.
- ☐ Location and dimensions of proposed structure(s), parking areas (include degree of angle for parking stall design), driveways and roadways.
- ☐ Dimensioned building elevations drawn at 1/8" = 1' or a comparable scale showing two facades.
- ☐ Existing and finished grades at 2-foot contours with the precise slope of any area in excess of 15%.
- ☐ Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.
- ☐ Conceptual storm drainage plans for a 100-year storm. Location and dimensions of proposed bio filtration swale(s). These cannot be located in wetlands, streams or associated buffers or tree protection areas.
- ☐ Gross floor area and parking calculations.
- ☐ [Building height calculations](#).
- ☐ Location and size of proposed utility lines, together with a letter of water and/or sewer availability if sewer and/or water service is to be provided by a utility other than the City.
- ☐ Name, location and dimensions of, and existing and proposed improvements in rights-of-way and easements. Existing improvements in existing rights-of-way and easements must also be indicated. (Right-of-way standards are established by Chapter 110 of the Zoning Code. Easement standards are established by Chapter 105 of the Zoning Code.)
- ☐ Names, locations and dimensions of any Hazardous Liquid Pipeline Corridors (Olympic Pipeline) within 150 feet of the subject property, or if the proposal is for a high

consequence land use, within 500 feet of the subject property (Standards for development near Hazardous Liquid Pipelines are contained in Chapter 118 of the Kirkland Zoning Code.)

- ☐ Lot size and lot coverage calculations.
- ☐ Dimensions of required yards and view corridors
- ☐ Locations and screening of dumpsters.
- ☐ Location, dimensions and nature of any proposed easements or dedications.
- ☐ For multifamily residential, location and dimensions of common open space.
- ☐ Type of construction and proposed use.

Other

- ☐ Perspective drawings, photographs, color renderings or other graphics may be needed to adequately evaluate your application.
- ☐ The following materials must be submitted for presentation at public meetings and/or permanent storage:
 - Acceptable native electronic formats are: Adobe PDF, Word, Excel, PowerPoint, JPEG or GIF. All memos and reports including SEPA checklists, wetland reports, geotech. reports, site plans, traffic reports, etc. should be submitted in their native electronic format or converted from their native format to Adobe PDF rather than being scanned.
 - Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
 - All plans, drawings, renderings, photographs or other graphics must be submitted in its native electronic format. CAD format is unacceptable; you must convert to Adobe PDF before submitting.
 - All documents must be either 8 ½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
 - Models and/or material/color boards, if prepared, must be photographed for permanent storage and submitted to the Planning Department.

Converting a document from its native format to an Adobe PDF document is preferred as opposed to scanning the document.

- ☐ A copy of all existing recorded easement documents pertaining to the subject property.
- ☐ A report by a professional engineer (per Zoning Code Chapter 85) may be required if development will occur on or near a landslide or seismic hazard area.
- ☐ Clustered mailbox structure location plan approved by the U.S. Postal Service Kirkland Growth Management Representative (1-800-275-8777).
- ☐ If the subject property is within 150 feet of a Hazardous Liquid Pipeline Corridor, or if the proposal is for a high consequence land use, within 500 feet of the subject property

verification that the pipeline operator has reviewed the proposed development plans. A transmittal form provided by the Planning Department is to accompany the plans for operator review.

Public Notice Signs

Read Completely and Carefully

Most zoning, subdivision, short subdivision, substantial development permit, and street, alley and easement vacation applications require that the applicant erect a public notice sign(s) on or near the subject property. For all zoning, subdivision, and shoreline permit applications, the sign(s) must be erected before a determination of completeness can be issued. **Failure to have the sign(s) in place by the deadline time will result in a delay of permit processing and additional charges to re-notice the application.**

For more information, exemptions, and specific requirements please refer to the [Public Notice Signs Handout](#).

Tree Plan Matrix

The following chart will assist applicants in determining which Tree Retention Plan is required based on the type of development proposed: [Tree Plan Matrix](#).